APPLICATION FOR RECORDS RETENTION SCHEDULE	OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Natural Resources	Application Number **86-39**
Application Number	* 270 Washington St., SW, Room 815 Atlanta, Georgia 30334 *Adjudicatory Hearing Office	Date Received **MAR 1 3 1986** Date Completed **JUN 5 1986**

2. Person to Contact — Jean Speegle

Working Title — Adjudicatory Hearing Clerk

Telephone Number — 656-3508

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest: 1973   Latest: Present

5. Records Series Title *(followed by title used in office; if different)*

Administrative Law Judge's Subject Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Adjudicatory Hearing Office is responsible for receiving all requests for hearings and related case filings directed to the Board of Natural Resources by parties or their legal counsel contesting administrative decisions or actions by the Commissioner of Natural Resources, the Director of the Environmental Protection Division, and the Shore Assistance and Marshland Protection Committees; and hearings requested by the Department for the purpose of determining whether civil penalties for specific violations should be imposed in accordance with applicable laws.

The Administrative Law Judge (ALJ) is appointed by the Board to conduct the hearings under rules and regulations filed under the "Georgia Administrative Procedure Act" and to issue final decisions. The ALJ also serves as the Department's response official for merit employees who request a review of a proposed adverse action by the Commissioner of Natural Resources or the Director of the Environmental Protection Division.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: administering the Adjudacatory Hearing Office and documenting the activities of the Administrative Law Judge.

Included are: copies of final decisions of the Administrative Law Judge (duplicated in Hearing Case Files); memoranda to and from other offices in the Department regarding Departmental activities; monthly reports to the Commissioner; communications to and from the Board of Natural Resources; correspondence, resumes, and other papers regarding the employment of Governors' Interns; notes for speeches by the Administrative Law Judge; and similar papers. Also included are reference copies of Case Indexes to Administrative Hearing Case Files.

File is arranged: chronologically by calendar year; thereunder by subject.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __often__; Seven to twelve months old __seldom__; Thirteen to twenty-four months old __almost never__; twenty-five months and older __never__?

9. Annual Rate of Accumulation of Records
Letter-size drawers __½__; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

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	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Final Decisions duplicated in Administrative Hearing Case Files; Governor's Office retains official records of Governors' Interns.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law   _____ years.   d. Audit period   _____ years.

b. Statute of limitation   _____ years.   e. Administrative need   ___3___ years.

c. Federal law   _____ years.   f. Federal retention instructions   _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Occasionally referenced for historical data.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other ___See below___ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

Cut off file at end of each calendar year; then

Final Decisions of the Administrative Law Judge (Reference Copy) - Hold in current files area until no longer needed for reference; then destroy.
Case Index File (Reference Copy) - Hold in current files area until no longer needed for reference; then destroy.
Remainder of File - Hold in current files area 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
J. Leonard Ledbetter	3/5/85	Pat Harrison	3-5-85

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) **86-39**	State Auditor/Designee	W. B. Lewis	6-4-86
	Secretary of State/Designee	Edward Weldon	5/8/86
	Attorney General/Designee		5/12/86

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